Personal Property Registration Guide

The information in this guide is provided only for convenience to the reader and is not meant to be an interpretation of legislation. The appropriate acts, regulations and the general law should be consulted for detail.

Alberta

ATTORNEY GENERAL

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INTRODUCTION

The intention of this guide is to introduce the new registration requirements resulting from the Chattel Security Registries Act, S.A. 1983, c. C-7.1. It should be noted that the Act replaces the Chattel Security Registries Act, R.S.A. 1980, c. C-7 and amends the Assignment of Book Debts Act, R.S.A. 1980, c. A-47, the Bills of Sale Act, R.S.A. 1980, c. B-5, the Conditional Sales Act, R.S.A. 1980, c. C-21, and the Garagemen's Lien Act, R.S.A. 1980, c. G-1.

Registration of Trade Names, Partnerships and Limited Partnerships are not affected by the new Act. As such, the requirements outlined in this guide will not apply to registrations under the Partnership Act, R.S.A. 1980, c. P-2.

The most important change brought about by the Act is the requirement for a Financial Interest Statement or Amending Financial Interest Statement to accompany documents submitted for registration.

GLOSSARY OF TERMS

The definitions in this guide are supplied for easy reference by the reader. The terms are defined simply and should not be relied upon as a formal legal definition. The appropriate acts, the regulations and the general law should be consulted for legal detail.

Assignment - these are created when a secured party passes his/her interest in a previously registered document, thereby creating a new secured party.

Assignment of Book Debts - is a document whereby a business can borrow funds from a bank or finance company using book debts (accounts receivable) as collateral.

Collateral - means personal property that is subject to a security interest and excludes real property.

Debtor - means a person who is obligated to pay a sum of money or perform certain duties under a security agreement and for purposes of completing the Financial Interest Statement or Amending Financial Interest Statement, includes the following:

a) debtor as referred to in section 8 of the Seizures Act
b) person who authorized storage, repair or maintenance or who ordered accessories or parts for a motor vehicle in a garagemen's lien
c) mortgagor in a chattel mortgage
d) lessee in a lease option to purchase agreement
e) respondent in a court order registered under the Matrimonial Property Act
f) assignor in an assignment of book debts

g) owner/operator in a Customs Import Notice
h) grantor in a bill of sale
i) employer in an order registered under the Employment Standards Act
j) buyer, bailee in a conditional sales contract
k) farmer in a harvesting lien

Garagemen's Lien - is a document disclosing that money is owing to a garageman for repairs, storage, or the furnishing of accessories and parts on a motor vehicle, aircraft, industrial tractor, farm tractor or any farm vehicle providing that it has a serial number.

Itinerant Machine - means a motor vehicle, aircraft, trailer or oilwell drilling equipment.

Motor Vehicle - means a vehicle that runs on any power other than muscular power and does not include aircraft, graders, forklifts, tractors, traction engines, farm vehicle or vehicles that run on rails or tracks. (Note: aircraft could be included in the definition of motor vehicle for purposes of the Garagemen's Lien Act.)

Postponement - occurs when two secured parties each have a document registered on the same collateral and the secured party with the first registered document wishes to postpone his/her interest in the collateral until the second secured party has been paid out; also referred to as subordination.

Secured Party - means a person who has the security interest and, for purposes of completing the Financial Interest Statement or Amending Financial Interest Statement, includes the following:

a) mortgagee in a chattel mortgage
b) lessor in a lease option to purchase agreement

c) applicant in court orders registered under the Matrimonial Property Act
d) seller, bailor in conditional sales contracts
e) assignee in an assignment of book debts
f) creditor referred to in the Seizures Act
g) garageman in a gargemen's lien
h) grantee in a bill of sale
i) Director in an order registered under the Employment Standards Act
j) person making harvesting advances in a harvesting lien
k) Canada Customs in a Customs Import Notice

Subordination - See Postponement

Trailers - includes truck trailers, tent trailers, utility trailers, boat trailers, camper trailers.

Transfer of Equity - only applies to conditional sales contracts and lien notes. A transfer of equity is created when an owner sells his financed collateral and a new owner assumes responsibility for finance payments on a registered security agreement.

REGISTRATION INFORMATION

A. Offices of the Registries

Documents to be registered in the Vehicle Registry may be mailed or delivered in person to:

Vehicle Registry
5th Floor, J.E. Brownlee Bldg.
10365 - 97 Street
Edmonton, Alberta
T5J 3W7

Documents to be registered in the Central Registry may be mailed or delivered in person to:

Central Registry
5th Floor, J.E. Brownlee Bldg.
10365 - 97 Street
Edmonton, Alberta
T5J 3W7

Documents to be registered in the Central Registry may also be delivered in person to:

Central Registry
3rd Floor, J.J. Bowlen Bldg.
620 - 7th Avenue, S.W.
Calgary, Alberta

The hours of operation for the offices of the Registries are 9:00 a.m. to 4:00 p.m., Monday to Friday.

B. How to Register

Submit the completed Financial Interest Statement or Amending Financial Interest Statement, intact, along with the appropriate fee and any documents to be registered. A schedule of fees is contained in APPENDIX M. Cheques and money orders are to be made payable to the Provincial Treasurer.

It should be noted that a Financial Interest Statement form may be used to effect a registration in only one registry at a time, either the Central Registry or the Vehicle Registry. If the document contains collateral that is subject to registration in both registries then two (2) Financial Interest Statement forms must be completed, one with respect to the collateral registerable in one registry and a second one with respect to the collateral registerable in the other registry.

Documents and Financial Interest Statements or Amending Financial Interest Statements submitted for registration must go through an examination process to ensure that statutory and administrative requirements are complied with. Once accepted, a registration number and the date and time of registration is stamped on these documents. A computer record is then established for each Financial Interest Statement or Amending Financial Interest Statement. Finally, the documents and accompanying Financial Interest Statements or Amending Financial Interest Statements are microfilmed and returned to the registrant.

The stored information will be maintained for searching at a later date. Except for registrations describing oilwell drilling equipment and rolling railway stock, Vehicle Registry records are maintained by serial number and chattel description. Records for oilwell drilling equipment, rolling railway stock as well as records for Central Registry are maintained by debtor name.

C. Forms and Guides

Samples of the Financial Interest Statement forms to be used for registration are contained in Appendices A to H. Forms and registration guides may be ordered, free of charge, from the central office location. Requests may be mailed to:

Personal Property Registration Branch
Forms and Guides
5th Floor, J.E. Brownlee Bldg.
10365 - 97 Street
Edmonton, Alberta
T5J 3W7

D. What can be Registered

The Personal Property Registration Branch operates under the authority of the Chattel Security Registries Act, S.A. 1983 c. C-7.1. Sections 4,5,6 and 7 of the Act provide for the registration of documents in a registry.

The Vehicle Registry will accept for registration, conditional sales agreements that describe rolling railway stock; garagemen's liens on motor vehicles, aircraft, tractors and farm vehicles; any security agreements affecting itinerant machines; and an order for exclusive possession of a mobile home under the Matrimonial Property Act. The Central Registry will register security agreements on all other collateral as well as assignments of book debts.

Sections 9 and 10 of the Chattel Security Registries Act provide for the use of Financial Interest Statements and Amending Financial Interest Statements to effect a registration. If specified in the regulations, documents will require a Financial Interest Statement or Amending Financial Interest Statement to accompany them.

Documents submitted for registration must comply with statutory and administrative requirements. The following is a general outline of those documents registered under the authorizing acts. Further details should be obtained from the acts themselves.

AUTHORIZING ACT	DOCUMENTS REGISTERED	FORM REQUIRED
Assignment of Book Debts Act	- a writing under sec. 4	Financial Interest Statement
	- a renewal, further renewal or amended renewal statement under sec. 5	Amending Financial Interest Statement
	- a further assignment under sec. 6	Amending Financial Interest Statement
	- a postponement under sec. 7	Amending Financial Interest Statement
	- a certificate of discharge under sec. 8	Amending Financial Interest Statement
	- an order under sec. 12	Amending Financial Interest Statement
Bills of Sale Act	- a bill of sale under secs. 5, 9, or 12	Financial Interest Statement
	- a renewal, further renewal or amended renewal statement under sec. 11	Amending Financial Interest Statement
	- an assignment under sec. 15	Amending Financial Interest Statement
	- a discharge or partial discharge under sec. 16(3)	Amending Financial Interest Statement
	- a postponement under sec. 16(4)	Amending Financial Interest Statement
	- an order under sec. 24	Amending Financial Interest Statement
Conditional Sales Act	- a conditional sales agreement under secs. 3, 4, 7, or 14	Financial Interest Statement

AUTHORIZING ACT		DOCUMENTS REGISTERED	FORM REQUIRED
Conditional Sales Act	-	a renewal or further renewal statement under sec. 6	Amending Financial Interest Statement
	-	a postponement under sec. 8	Amending Financial Interest Statement
	-	a memorandum of discharge or partial discharge under sec. 9	Amending Financial Interest Statement
	-	an order under sec. 13	Amending Financial Interest Statement
	-	a memorandum under sec. 18	Amending Financial Interest Statement
Customs Act (Canada)	-	Customs Import Notices (recorded as a matter of convenience)	Financial Interest Statement
Employment Standards Act	-	an order under sec. 101	Financial Interest Statement
	-	a discharge under sec. 101	Amending Financial Interest Statement
Garagemen's Lien Act	-	a claim of lien under sec. 3	Financial Interest Statement
	-	an order under sec. 7	Amending Financial Interest Statement
	-	a memorandum of discharge under sec. 8	Amending Financial Interest Statement
Harvesting Liens Act	-	a crop mortgage under sec. 4	Financial Interest Statement
Matrimonial Property Act	-	an order under secs. 23 or 26	Financial Interest Statement
	-	a varied order under secs. 23 or 26	Amending Financial Interest Statement
	-	an order under sec. 29	Amending Financial Interest Statement
Seizures Act	-	a notice under sec. 8	Amending Financial Interest Statement

GENERAL RULES FOR COMPLETION OF FORMS

Forms must be completed in accordance with the Acts and their regulations. The Registrar or a designated officer has the authority to refuse to register a Financial Interest Statement or Amending Financial Interest Statement if any of the rules are not complied with. The following are some general rules for completing the forms:

1. Type the entire form in upper case.

2. Use the guide at the top of the form to properly align typed characters so that they fall within each field. Do not type above or below the space provided and do not type to the left or to the right of the space provided.

3. Do not exceed the maximum number of characters allowed for each field. All fields on the form are measured exactly so that the maximum number of characters may be entered when a 10 pitch (PICA) typewriter is used. When a 12 pitch (ELITE) typewriter is used, type only to the red bars of each field. Blank spaces are counted as characters. A list of maximum field lengths is contained in APPENDIX L at the end of this guide. If information will not fit maximum field length, truncate information (i.e. only enter information starting from the beginning until maximum number of characters is reached.)

4. Use only approved special characters or symbols. The following special characters may be used in the debtor name and address, secured party name and address, and the collateral description fields only:

   @ (. + &) - , " $ # = * : ; \ '

5. Abbreviations may not be used in any area on the forms except for debtor address and secured party address. A list of address abbreviations is contained in APPENDIX N.

6. Do not overstrike characters or use an eraser or correction fluid to correct errors.

7. Generally, when typing errors are made the form should be completely retyped. However, when an error is made in the debtor name and address, secured party name and address, and collateral description fields, correction is possible only by typing "X"s over the entire word or portion of the line with the error and typing the correct word or line immediately thereafter (provided there is enough space in the field to do so).

Example:

Surname	Given Name	Init.
10A XXXXTHOMPSON	10B RICHARD	10C J

Year	Make	Model	Serial Number	Coll. Class
12A 82	12B TOYOTA	12C CELICA	12D XXXX SK92L125198	12E XMV

FINANCIAL INTEREST STATEMENT

As prescribed in Section 9 of the Chattel Security Registries Act and in Section 4(1) of the Chattel Security Registries Regulations, a Financial Interest Statement (APPENDIX A) shall be used by the secured party or registering agent to:

a) initially register assignments of book debts, bills of sale, chattel mortgages, conditional sales contracts, garagemen's liens and harvesting liens.

b) register a court order under the Matrimonial Property Act.

c) register an order of an officer or umpire under the Employment Standards Act.

d) register Customs Import Notices under the Customs Act (Canada).

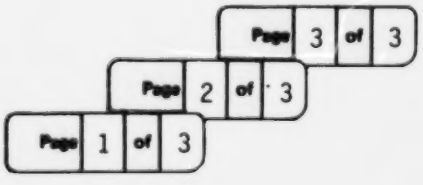
For further details on what types of transactions require a Financial Interest Statement, reference should be made to Schedule 1 of the Chattel Security Registries Regulations.

PARTS TO BE COMPLETED

A. Number of Pages

If additional forms are required to capture relevant information pertaining to one registration, enter the page number of each form in the first box and enter the total number of pages relating to the Financial Interest Statement in the second box.

Example



These additional forms should be stapled behind the applicable Financial Interest Statement. If the field is left blank, it will be assumed that there are no additional pages to the Financial Interest Statement submitted for registration.

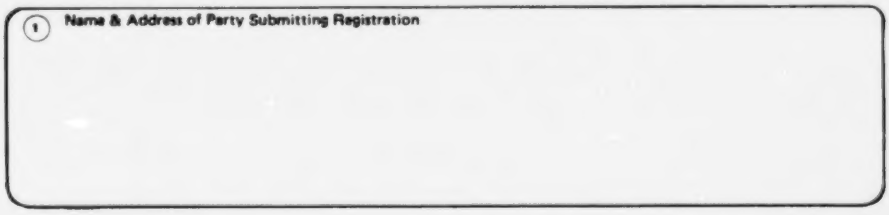
Additional forms will be required if:

a) information for more than two debtors must be recorded.

b) information for more than one secured party must be recorded.

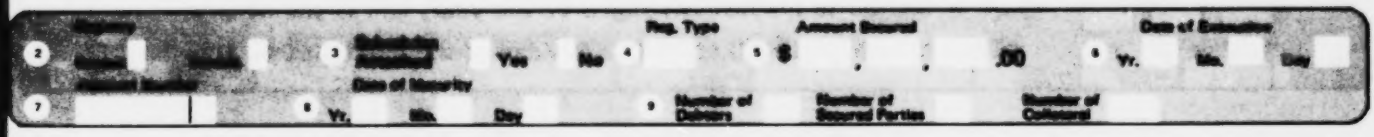
c) information for more than nine pieces of collateral must be recorded.

B. Party Submitting Registration



Complete the full name and mailing address of the party submitting the Financial Interest Statement in field 1. This will be the party to whom the documents will be returned once registered.

C. General Information



FIELD 2 Signify which registry the Financial Interest Statement is to be registered in by marking an "X" in the appropriate box. It should be remembered that a Financial Interest Statement form may be used to effect a registration in one registry only.

FIELD 3 Signify whether a schedule of collateral is attached to the document for which the Financial Interest Statement is being registered by marking an "X" in the appropriate box. It is important to note that schedules of collateral attached to documents will not eliminate the necessity of completing the collateral portion of the Financial Interest Statement form.

FIELD 4 Enter the 3-character code for the type of registration from the list of codes contained in APPENDIX I at the end of this guide.

FIELD 5 Enter the amount secured by the registration. Show only dollar values in the appropriate space between the punctuation marks provided on the form. Cent values will not be captured in the computerized system; if the security agreement involves cent values, the amount recorded on the Financial Interest Statement should be rounded to the nearest dollar.

For registration of assignments of book debts and matrimonial property orders, where there is no secured amount disclosed on the document, enter zero (0) in this field.

FIELD 6 Enter the date of execution in field 6. The format will be YY MM DD where YY is the last two digits of the year, MM is the number of the month (01 to 12) and DD is the day of the month (01 to 31).

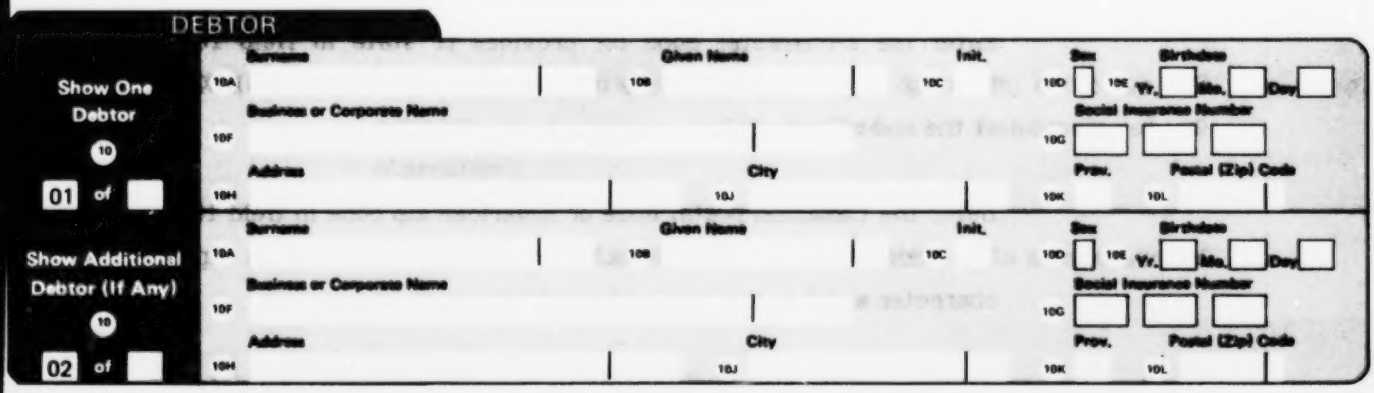
In the case of court orders this will be the effective date as disclosed in the court order. In the case of employment standards orders this will be the effective date as disclosed in the employment standards order. In the case of garagemen's liens this will be the date indicated on the Claim of Lien form which could be the date the vehicle was returned to the owner, the date the parts were furnished or the date the repairs were completed. In the case of Customs Import Notices this will be the date of port entry.

FIELD 7 This field is to be left blank for completion by registry staff.

FIELD 8 This field is to be left blank for completion by registry staff.

FIELD 9 Indicate the number of debtors, secured parties and collateral involved in the Financial Interest Statement submitted for registration. The maximum number of debtors that may be recorded in one transaction is 99. The maximum number of secured parties that may be recorded in one transaction is 99. The maximum number of pieces of collateral that may be recorded in one transaction is 999.

D. Debtor Information



FIELD 10 If the debtor is an individual, enter the debtor surname in field 10A (maximum of 20 characters), the debtor given name in field 10B (maximum of 13 characters), and initials, if applicable, in field 10C (maximum of 2 characters). Also enter the sex of the debtor in field 10D. Signify "M" for male and "F" for female. Enter the date of birth of the debtor in field 10E. The format will be YY MM DD where YY is the last two digits of the year, MM is the number of the month (01 to 12) and DD is the day of the month (01 to 31). Enter the social insurance number of the debtor in field 10G up to a maximum of 9 characters.

NOTE: The sex, birthdate and social insurance number fields are not captured by the computerized system and are optional for completion. When provided, these fields may be used for additional identification purposes in the case of similar names.

OR

If the debtor is a business or corporation, enter the full business or corporate name in field 10F (maximum of 35 characters).

Enter the debtor address in field 10H up to a maximum of 25 characters.

Enter the city in field 10J up to a maximum of 15 characters.

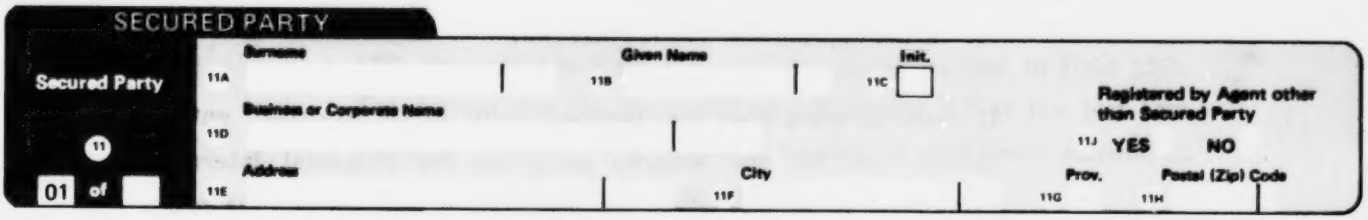
Enter the 2-character code for province or state in field 10K. The list of province and state codes is contained in APPENDIX K at the end of this guide.

Enter the Canadian postal code or American zip code in field 10L. The format will be either A9A9A9 or 99999 where A is an alpha character and 9 is a numeric character.

If there is more than two debtors to be recorded, enter the details of the first two debtors on the Financial Interest Statement and use a Financial Interest Statement - Additional Debtors form (see APPENDIX B) to record information on the remaining debtors. Number the debtors and indicate the total number in field 10 on both the Financial Interest Statement and Financial Interest Statement -Additional Debtors forms.

Example

E. Secured Party Information



FIELD 11

If the secured party is an individual, enter the secured party surname in field 11A (maximum of 18 characters), the secured party given name in field 11B (maximum of 12 characters), and the initials, if applicable, in field 11C (maximum of 2 characters).

OR

If the secured party is a business or corporation, enter the full business or corporate name in field 11D (maximum of 30 characters).

Enter the secured party address in field 11E up to a maximum of 25 characters.

Enter the city in field 11F up to a maximum of 15 characters.

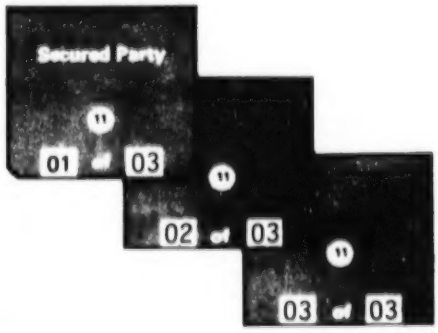
Enter the 2-character code for province or state in field 11G. The list of province and state codes is contained in APPENDIX K at the end of this guide.

Enter the Canadian postal code or American zip code in field 11H. The format will be either A9A9A9 or 99999 where A is an alpha character and 9 is a numeric character.

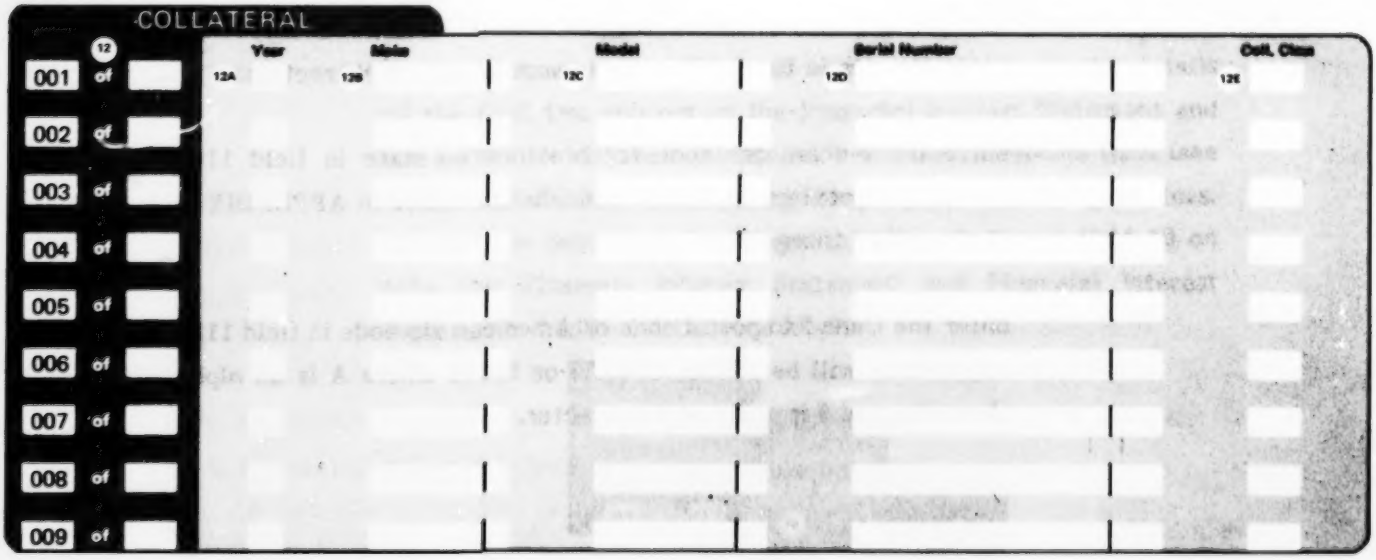
Signify whether the Financial Interest Statement is being submitted by an agent other than the secured party by marking an "X" in the appropriate box in field 11J.

If there is more than one secured party to be recorded, enter information for one secured party on the Financial Interest Statement to be submitted for registration and use a Financial Interest Statement - Additional Secured Parties form (see APPENDIX C) to record information for the remaining secured parties. Number the secured parties and indicate the total number in field 11 on both the Financial Interest Statement and Financial Interest Statement - Additional Secured Parties form.

Example



F. Collateral Information



FIELD 12

If the collateral is an itinerant machine (excluding oilwell drilling equipment) or otherwise registerable in the Vehicle Registry, enter the year of the collateral in field 12A, the make in field 12B, the model in field 12C, and the serial number in field 12D. The format for the year will be YY where YY is the last two digits of the year. The maximum number of characters allowed in each respective field is 2, 8, 10 and 18.

OR

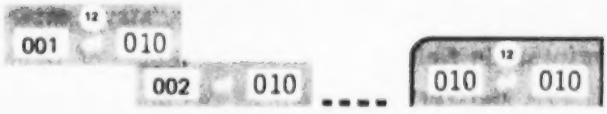
If the collateral is oilwell drilling equipment, rolling railway stock or registerable in the Central Registry, enter the collateral description in field 12D up to a maximum of 18 characters. Fields 12A, 12B and 12C may be used for additional information. The maximum number of characters allowed in these fields is 2, 8, and 10 respectively.

The Financial Interest Statement is well suited to record information for pieces of collateral that possess a serial number such as those registered in the Vehicle Registry. However, for oilwell drilling equipment, rolling railway stock and most collateral registerable in the Central Registry, a description of these types of collateral will have to conform to the same format as Vehicle Registry records. In these cases the serial number field will be used for a description of the collateral and the make and the model fields may be used to capture additional information relating to that collateral. It is suggested that the registrant be as specific as possible when completing the serial number field for Central Registry collateral as problems may arise if a partial discharge is required to be registered at a later date.

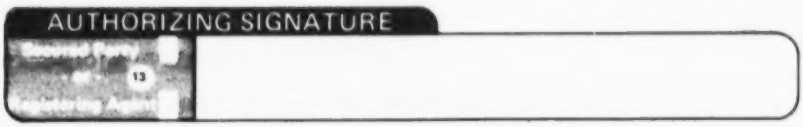
Record the 3-character code for collateral class in field 12E. The list of codes for collateral class is contained in APPENDIX J at the end of this guide.

If more than nine pieces of collateral must be recorded, enter information for the first 9 pieces of collateral on the Financial Interest Statement and use the Financial Interest Statement - Additional Collateral form (see APPENDIX D) to record the remaining pieces of collateral. Number the collateral and indicate the total number in field 12 on both the Financial Interest Statement and Financial Interest Statement - Additional Collateral form.

Example



G. Authorizing Signature



Signify whether the authorizing signature is that of the secured party or that of an authorized agent acting on behalf of the secured party by marking an "X" in the appropriate box in field 13.

The full name of the person signing must be typed below the signature.

Example

AMENDING FINANCIAL INTEREST STATEMENT

As prescribed in Section 9 of the Chattel Security Registries Act and in Section 4(2) of the Chattel Security Registries Regulations, an Amending Financial Interest Statement (APPENDIX E) shall be used by the secured party or registering agent to:

a) register an accompanying renewal statement, discharge, partial discharge, assignment, transfer of equity or postponement on a previously registered document.

b) register an accompanying court order that makes changes, additions or deletions to a previously registered document.

c) register an accompanying court order that acts to discharge a previously registered document.

d) register an accompanying court order that extends seizure time on a previously registered garagemen's lien.

e) register a notice under the Seizures Act.

For further details on what types of transactions require an Amending Financial Interest Statement reference should be made to Schedule 1 of the Chattel Security Registries Regulations.

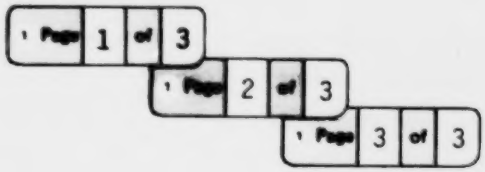
Debtors, secured parties and collateral when orginally registered are recorded as "active". Subsequent amendments which remove, or change in any manner, debtor, secured party or collateral information make that information "inactive". In registering amendments use only currently active information in the original information portion of the Amending Financial Interest Statement.

PARTS TO BE COMPLETED FOR ALL TYPES OF TRANSACTIONS

A. Number of Pages

If additional amendment sheets are required to capture relevant information pertaining to one registration, enter the page number of each sheet in the first box and enter the total number of pages relating to the Amending Financial Interest Statement in the second box in field number 1.

Example



These additional amendment sheets should be stapled behind the applicable Amending Financial Interest Statement. If the field is left blank, it will be assumed that there are no additional pages to the Amending Financial Interest Statement submitted for registration.

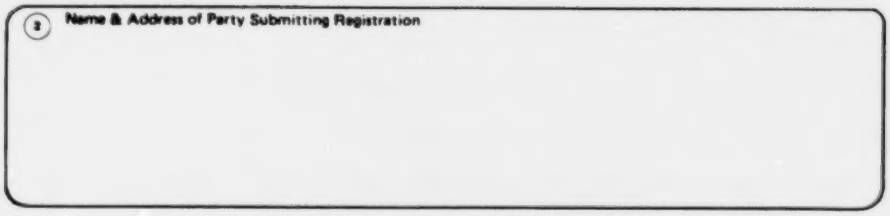
Additional Amendment forms will be required if:

a) information for more than one debtor must be recorded.

b) information for more than one secured party must be recorded.

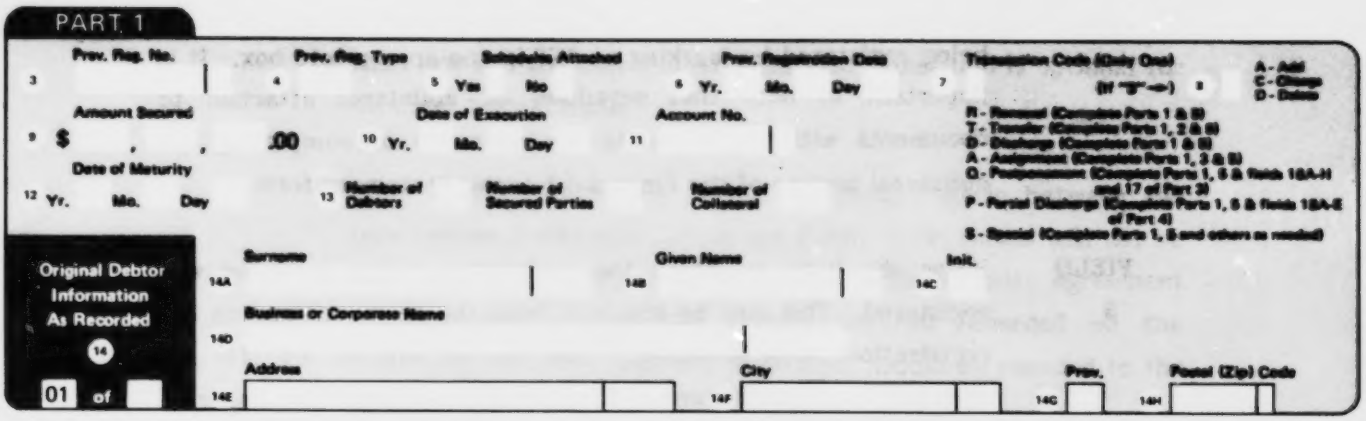
c) information for more than one piece of collateral must be recorded.

B. Party Submitting Registration



Complete the full name and mailing address of the party submitting the Amending Financial Interest Statement in field number 2. This will be the party to whom the documents will be returned once registered.

C. Part 1



Completion of all of Part 1 is essential in order to capture information relating to the registration being amended.

FIELD 3 Indicate the registration number of the most recent Financial Interest Statement or Amending Financial Interest Statement relating to the document being amended. This number may be obtained from the stamp affixed in the upper right hand box on the previously registered statement. It must not contain more than 9 characters including a prefix "C" (for Central Registry) or "V" (for Vehicle Registry), followed by a maximum of 7 digits. If the registration contains an alpha suffix this should be included as the ninth character.

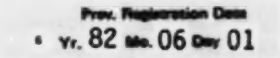
NOTE: If the document being amended did not when registered include a Financial Interest Statement or Amending Financial Interest Statement, the above information can be obtained from the actual document previously registered.

FIELD 4 Enter the type of the registration being amended from the list of 3-character codes contained in APPENDIX I at the end of this guide.

FIELD 5 Signify whether a schedule of collateral is attached to the document for which the Amending Financial Interest Statement is being registered by marking an "X" in the appropriate box. It is important to note that schedules of collateral attached to documents will not eliminate the necessity of completing the collateral portion of the Financial Interest Statement form.

FIELD 6 Enter the date on which the registration being amended was registered. This may be obtained from the stamp affixed on the registration being amended. The format will be YY MM DD where YY is the last two digits of the year, MM is the number of the month (01 to 12) and DD is the day of the month (01 to 31).

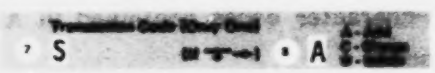
Example June 1, 1982 would be shown as follows:



FIELD 7 Enter the type of amendment being registered from the list of transaction codes on the form. Only one type of amendment may be effected per Amending Financial Interest Statement. There are instructions by each transaction code as to what parts of the form must be completed to effect the amendment selected. These instructions are detailed further in another section of this guide under PARTS TO BE COMPLETED FOR SPECIFIC AMENDMENTS.

FIELD 8 If the Amending Financial Interest Statement being registered is for a court order that adds, changes or deletes information on a previously registered Financial Interest Statement, Amending Financial Interest Statement or document, the transaction code will be "S" (Special). In this case the registrant must indicate whether information is being added, changed or deleted by marking an "A" for add, "C" for change or "D" for delete in field number 8.

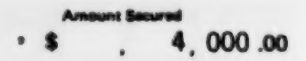
Example



FIELD 9 Enter the amount secured. A new secured amount is required for renewals under the Assignment of Book Debts Act, the Bills of Sale Act and the Conditional Sales Act. This field is optional for all other transactions.

Show only dollar values in the appropriate space between the punctuation marks provided on the form. Cent values will not be captured in the computerized system; if the security agreement involves cent values, the amount secured recorded on the Amending Financial Interest Statement should be rounded to the nearest dollar.

Example For an amount secured of $3,999.99



FIELD 10 Enter the date of execution. The format will be YY MM DD where YY is the last two digits of the year, MM is the number of the month (01 to 12) and DD is the day of the month (01 to 31).

In the case of court orders this will be the effective date as disclosed on the order.

FIELD 11 This field is to be left blank for completion by registry staff.

FIELD 12 For transfers, assignments, postponements, partial discharges and most court orders enter the date the document being amended expires. For court orders dealing with time extensions enter the date indicated in the court order. For renewals and discharges leave this field blank.

FIELD 13 If the Amending Financial Interest Statement effects a change in debtor information, indicate the greater of the number of currently active debtors being changed or new debtors up to a maximum of 99. If there is a change in secured party

information, indicate the greater of the number of currently active secured parties being changed or new secured parties up to a maximum of 99. If there is a change in collateral information, indicate the greater of the number of pieces of currently active collateral being changed or new collateral up to a maximum of 999.

FIELD 14

Enter original debtor information exactly as recorded on the registration being amended in fields 14A to 14H. It is important that only information relating to currently active debtors be recorded in these fields.

NOTE: If the document being amended did not when registered include a Financial Interest Statement or Amending Financial Interest Statement and has subsequently been converted to a computer mode, the information in these fields must exactly match the information as recorded on the computer system. To obtain this information a search may be required.

If the debtor is an individual, enter the surname in field number 14A (maximum of 20 characters), the given name in field number 14B (maximum of 13 characters) and initials, if applicable, in field number 14C (maximum of 2 characters).

OR

If the debtor is a business or corporation, enter the full name in field number 14D (maximum of 35 characters).

Enter the debtor address in field 14E (maximum of 25 characters).

Enter City in field number 14F (maximum of 15 characters).

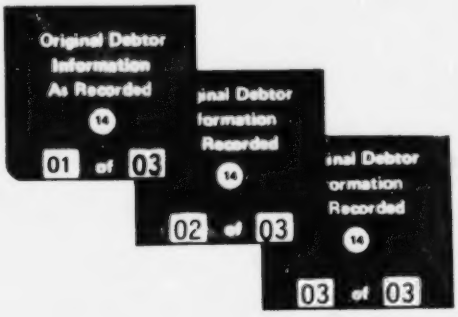
Enter the two character code for province or state in field number 14G. A list of codes for provinces and states is contained in APPENDIX K at the end of this guide.

Enter the Canadian postal code or American zip code in field number 14H. The format will be either A9A9A9 or 99999 where A is an alpha character and 9 is a numeric character.

If there is more than one debtor listed on the registration being amended then only one currently active debtor need be shown. If the Amending Financial Interest Statement submitted for registration effects a change of debtor information then each debtor to be changed must be shown.

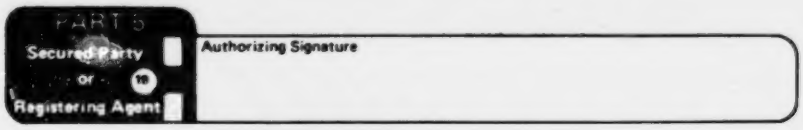
If more than one debtor from the registration being amended must be changed, show the first debtor to be changed on the Amending Financial Interest Statement and use an Amending Financial Interest Statement - Additional Debtors form (See APPENDIX F) to record the remaining debtor information. Number the debtors and indicate the total number of debtors changed in field number 14 on both the Amending Financial Interest Statement and additional pages.

Example



Original debtor information as well as the previous registration number and date, recorded in fields 3 and 6, are verified to ensure that the correct registration is updated. It is most important that the registrant record this information completely and accurately and that only currently active information be used.

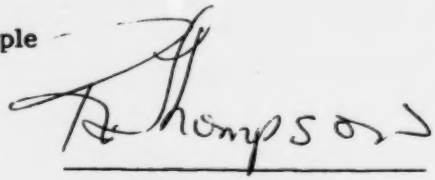
D. Part 5 - Authorizing Signature



FIELD 19 Signify whether the authorizing signature is that of the secured party or that of an authorized agent, acting on behalf of the secured party, by marking an "X" in the appropriate box.

The full name of the person signing must be typed below the signature.

Example



PARTS TO BE COMPLETED FOR SPECIFIC AMENDMENTS

A. Renewal Statement (R)

An Amending Financial Interest Statement effecting a renewal must be registered within 3 years from the date of filing of the original registration or the last preceeding renewal.

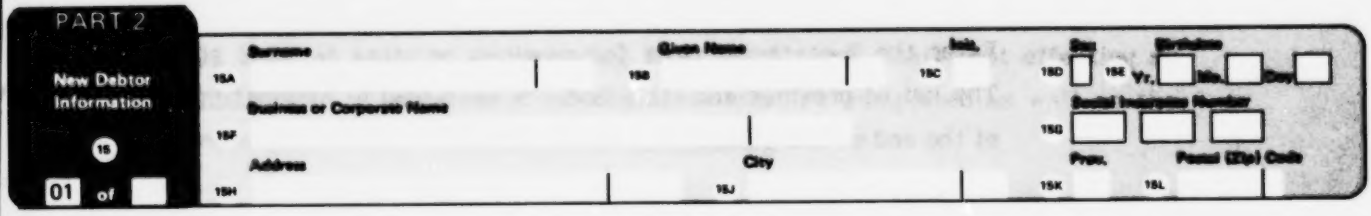
All that is required to be completed on the Amending Financial Interest Statement is Part 1, including the new secured amount (field 9), as well as Part 5.

If the renewal involves an assignment of book debts, the new secured amount should be shown as zero (0).

In the case of a court order that acts to extend seizure time under the Garagemen's Lien Act, the Amending Financial Interest Statement will be completed in the same manner as a Renewal Statement (i.e. transaction code "R" shall be indicated in field 7).

B. Transfer of Equity (T)

In order to register an Amending Financial Interest Statement effecting a transfer of equity, Parts 1 and 5 of the form must be completed as well as Part 2.



FIELD 15 If the debtor to whom the interest is being transferred is an individual, enter the new debtor surname in field 15A (maximum of 20 characters), the new debtor given name in field 15B (maximum of 13 characters) and initials, if applicable, in field 15C (maximum of 2 characters). Also indicate the sex of the new debtor in field 15D. Signify "M" for male and "F" for female. Enter the date of birth of the new debtor in field 15E. The format will be YY MM DD where YY is the last two digits of the year, MM is the number of the month (01 to 12), and DD is the day of the month (01 to 31). Enter the social insurance number of the new debtor in field 15G up to a maximum of 9 characters.

NOTE: The sex, birthdate and social insurance number fields are not captured by the computerized system and are optional for completion. When provided, these fields may be used for additional identification purposes in the case of similar names.

OR

If the debtor to whom the interest is being transferred is a business or corporation, enter the full business or corporate name in field 15F (maximum of 35 characters).

Enter the new debtor address in field 15H up to a maximum of 25 characters.

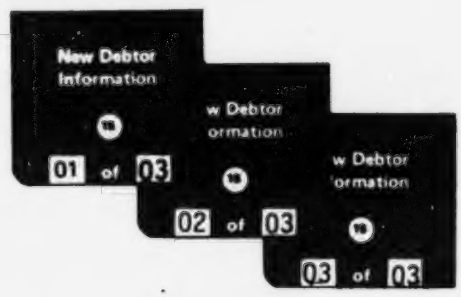
Enter the city in the field 15J up to a maximum of 15 characters.

Enter the 2-character code for province or state in field 15K. The list of province and state codes is contained in APPENDIX K at the end of this guide.

Enter the Canadian postal code or American zip code in field 15L. The format will be either A9A9A9 or 99999 where A is an alpha character and 9 is a numeric character.

If there is more than one new debtor to be added, enter the details of the first new debtor on the Amending Financial Interest Statement and use an Amending Financial Interest Statement - Additional Debtors form (see APPENDIX F) to record information on the remaining debtors. Number the new debtors in field 15 on both the Amending Financial Interest Statement and the Amending Financial Interest Statement - Additional Debtors form.

Example

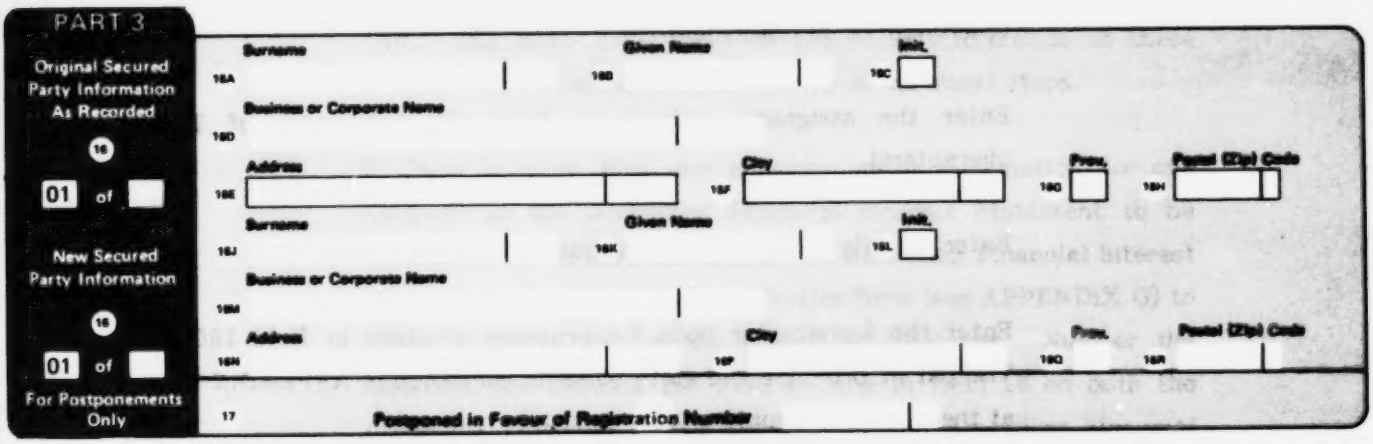


C. Discharge (D)

All that is required in order to effect a total discharge of a registration record is the completion of Part 1 and Part 5 on the Amending Financial Interest Statement. In the case of a court order that acts to discharge a registration, the Amending Financial Interest Statement will be completed in the same manner as a Notice of Discharge (i.e. transaction code "D" shall be indicated in field 7).

D. Assignment (A)

In order to register an Amending Financial Interest Statement effecting an assignment, Parts 1 and 5 of the form must be completed as well as the appropriate lines of fields 16 A-R in Part 3.



FIELD 16 Enter original secured party information exactly as recorded on the registration being amended in fields 16A to 16H. It is important that only information relating to currently active secured parties be recorded in these fields.

NOTE: If the document being amended did not when registered include a Financial Interest Statement or Amending Financial Interest Statement and has subsequently been converted to a computer

mode, the information in these fields must exactly match the information as recorded on the computer system. To obtain this information a search may be required.

If the secured party assigning the interest (assignor) is an individual, enter the assignor's surname in field 16A (maximum of 18 characters), enter the assignor's given name in field 16B (maximum of 12 characters) and enter the assignor's initials, if applicable, in field 16C (maximum of 2 characters).

OR

If the secured party assigning the interest is a business or corporation, enter the full business or corporate name in field 16D (maximum of 30 characters).

Enter the assignor's address in field 16E (maximum of 25 characters).

Enter the city in field 16F (maximum of 15 characters).

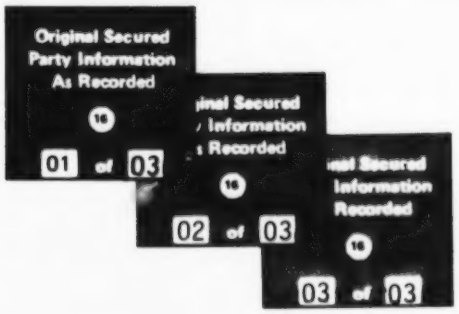
Enter the 2-character code for province or state in field 16G. The list of province and state codes is contained in APPENDIX K at the end of this guide.

Enter the Canadian postal code or American zip code in field number 16H. The format will be either A9A9A9 or 99999 where A is an alpha character and 9 is a numeric character.

If there is more than one assignor, enter information for one assignor on the Amending Financial Interest Statement to be submitted for registration and use an Amending Financial Interest Statement -Additional Secured Parties form (see APPENDIX G) to record information for the remaining assignors. Number the

assignors and indicate the total number in field 16 on both the Amending Financial Interest Statement and Amending Financial Interest Statement - Additional Secured Parties form.

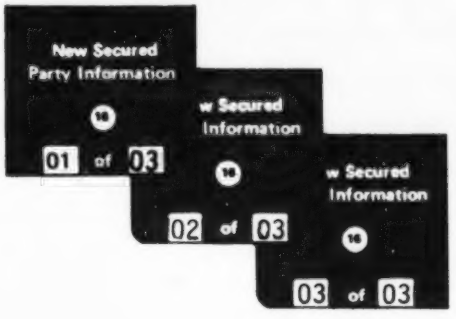
Example



Enter the name and full mailing address of the secured party to whom the interest is being assigned (assignee) in fields 16J to 16R. The same rules apply in recording information in these fields as for recording assignor details in the above steps.

If there is more than one assignee, enter information for one assignee on the Amending Financial Interest Statement to be submitted for registration and use an Amending Financial Interest Statement -Additional Secured Parties form (see APPENDIX G) to record information for the remaining assignees. Number the assignees and indicate the total number in field 16 on both the Amending Financial Interest Statement and Amending Financial Interest Statement -Additional Secured Parties form.

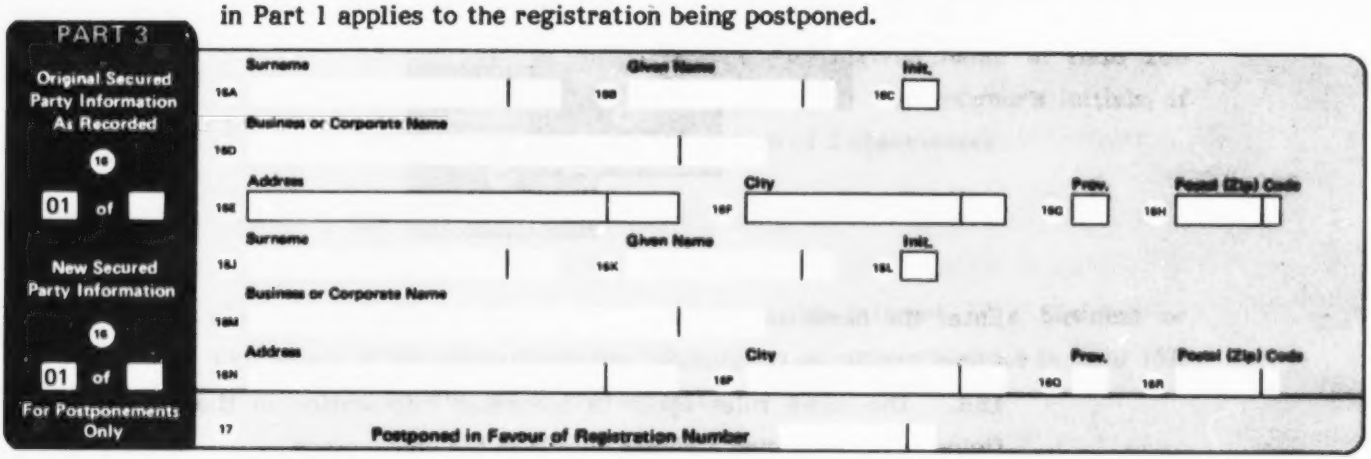
Example



FIELD 17 Field 17 is to be left blank; this area is to record information on postponements only.

E. Postponement (Q)

In order to register an Amending Financial Interest Statement effecting a postponement, Parts 1 and 5 of the form must be completed as well as the appropriate fields in Part 3. Note that the information completed in Part 1 applies to the registration being postponed.



FIELD 16 Enter original secured party information exactly as recorded on the registration being postponed in fields 16A to 16H. It is important that only information relating to currently active secured parties be recorded in these fields.

NOTE: If the document being postponed did not when registered include a Financial Interest Statement or Amending Financial Interest Statement and has subsequently been converted to a computer mode, the information in these fields must exactly match the information as recorded on the computer system. To obtain this information a search may be required.

If the secured party whose rights are being postponed is an individual, enter the secured party surname in field 16A (maximum of 18 characters), enter the secured party given name in field 16B (maximum of 12 characters) and enter the secured party initials, if applicable, in field 16C (maximum of 2 characters).

OR

If the secured party whose rights are being postponed is a business or corporation, enter the full business or corporate name in field 16D (maximum of 30 characters).

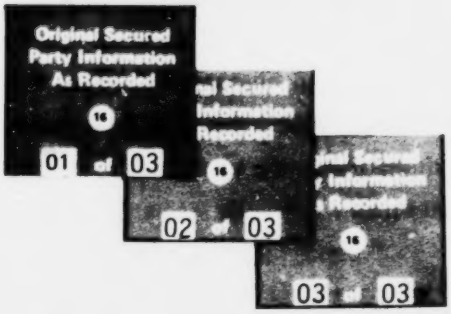
Enter the secured party address in field 16E (maximum of 25 characters).

Enter the city in field 16F (maximum of 15 characters).

Enter the 2-character code for province or state in field 16G. The list of province and state codes is contained in APPENDIX K at the end of this guide.

If there is more than one secured party whose rights are being postponed, enter information for one of the secured parties on the Amending Financial Interest Statement to be submitted for registration and use an Amending Financial Interest Statement - Additional Secured Parties form (see APPENDIX G) to record information for the remaining secured parties. Number the secured parties postponing their rights and indicate the total number of secured parties in field 16 on both the Amending Financial Interest Statement and Amending Financial Interest Statement - Additional Secured Parties form.

Example

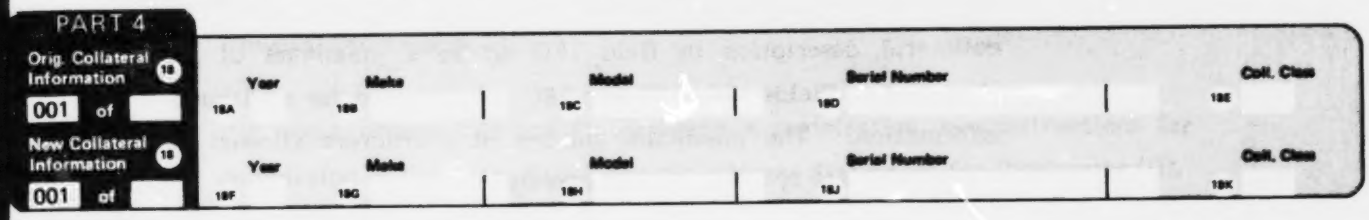


FIELD 17 Indicate the registration number being favoured. This number must not contain more than 9 characters including a prefix "C" (for Central Registry) or "V" (for Vehicle Registry), followed by a maximum of 7 digits. If the registration contains an alpha suffix this should be included as the ninth character.

F. Partial Discharge (P)

When completing an Amending Financial Interest Statement for this type of transaction, the reader should be mindful that Vehicle Registry records are maintained by serial number and collateral description, except for oilwell drilling equipment and rolling railway stock. There is no difficulty in partially discharging any serial numbered collateral from a previously registered Financial Interest Statement or Amending Financial Interest Statement. However, for oilwell drilling equipment, rolling railway stock and Central Registry collateral, collateral which is usually described in general terms, the computerized system cannot accept a specific item for discharge. The collateral had to have been specifically itemized in the previously registered Financial Interest Statement or Amending Financial Interest Statement. For example, if a Financial Interest Statement described the collateral secured as "household appliances", a subsequent Amending Financial Interest Statement attempting to discharge a refrigerator would be rejected by the system.

In order to register an Amending Financial Interest Statement effecting a partial discharge of collateral, Parts 1 and 5 of the form must be completed as well as the appropriate fields in Part 4.



FIELD 18 Enter information relating to the collateral being discharged in fields 18A to 18E. This information must be entered exactly as recorded on the previously registered Financial Interest Statement or Amending Financial Interest Statement. It is important that only information relating to currently active collateral be recorded in these fields.

NOTE: If the document being partially discharged did not when registered include a Financial Interest Statement or Amending Financial Interest Statement and has subsequently been converted to a computer mode, the information in these fields must exactly match the information as recorded on the computer system. To obtain this information a search may be required.

If the collateral being discharged is an itinerant machine (excluding oilwell drilling equipment) and registered in Vehicle Registry, enter the year of the collateral in field 18A, the make in field 18B, the model in field 18C and serial number in field number 18D. The format of the year will be YY where YY is the last two digits of the year. The maximum number of characters allowed in each respective field is 2, 8, 10 and 18.

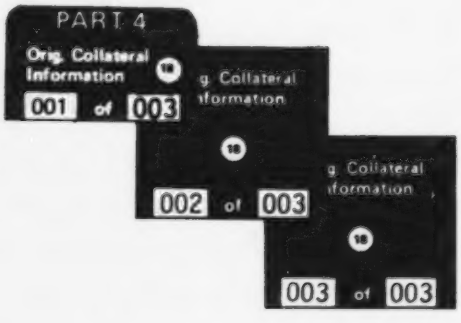
OR

If the collateral being discharged is oilwell drilling equipment, rolling railway stock or registered in Central Registry, enter the collateral description in field 18D up to a maximum of 18 characters. Fields 18A, 18B and 18C may be used for additional information. The maximum number of characters allowed in these fields are 2, 8 and 10 respectively.

Record the 3-character code for collateral class, in field number 18E. The list of codes for collateral class is contained in APPENDIX J at the end of this guide.

If more than one piece of collateral is being discharged, enter information for the first piece of collateral on the Amending Financial Interest Statement and use an Amending Financial Interest Statement - Additional Collateral form (see APPENDIX H) to record the remaining pieces of collateral being discharged. Number the pieces of collateral and indicate the total number of collateral being discharged in field number 18 on both the Amending Financial Interest Statement and the Amending Financial Interest Statement - Additional Collateral form.

Example



G. Court Orders (S)

For court orders that extend seizure time on a garagemen's lien, see instructions for completion of the Amending Financial Interest Statement for Renewal Statements (R).

For court orders that act to discharge a registration, see instructions for completion of the Amending Financial Interest Statement for Discharges (D).

1. If the court order makes an addition to information in a previously registered document, complete Parts 1 and 5 as well as the "New Information" areas in Parts 2, 3 or 4. The parts to be completed will depend on what type of information is being added. These may be any of the following:

   a) new debtor information
   b) new secured party information
   c) new collateral information

   When completing this information observe the maximum number of characters allowed in each field. A list of maximum field lengths is contained in APPENDIX L at the end of this guide.

2. If the court order makes a change of information in a previously registered document, other than an addition or deletion, complete Parts 1 and 5 as well as the original and new information areas in Parts 2, 3 or 4. The parts to be completed will depend on what information is being changed. These may be any of the following:

   a) change in debtor information
   b) change in secured party information
   c) change in collateral information

Complete original information exactly as recorded on the registration being amended. Note that information relating to currently active debtors, secured parties or collateral must be recorded. Enter new information completely and accurately. Note that the entire new information area must be completed. If only a portion of the original information is being changed, the remaining original information must be re-entered.

3. If the court order requires the deletion of information in a previously registered document, complete Parts 1 and 5 as well as the original information areas in Parts 3 or 4. The parts to be completed will depend on what information is being deleted. These may be any of the following:

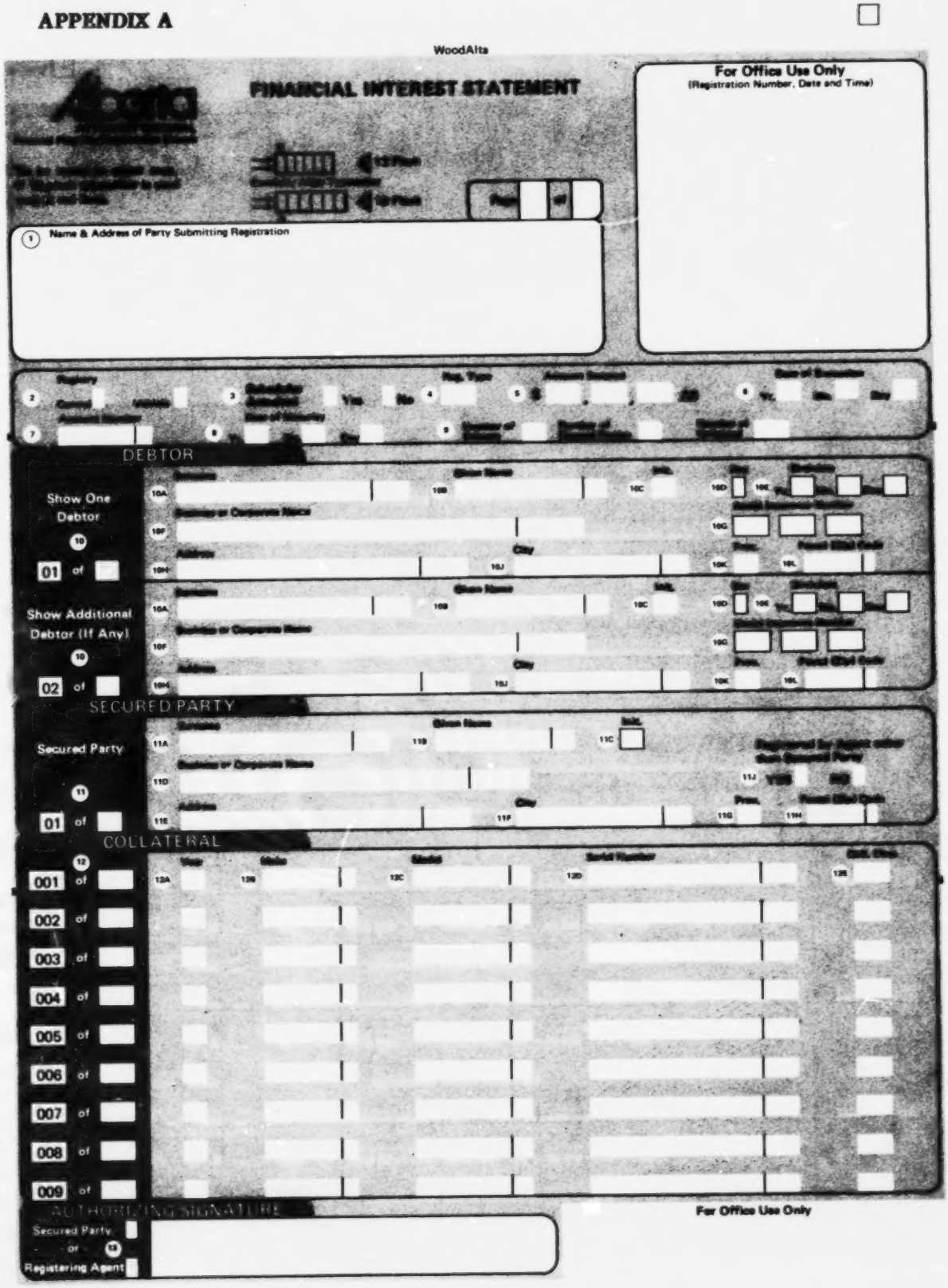
   a) deletion of debtor information
   b) deletion of secured party information
   c) deletion of collateral information

   Enter the information to be deleted only and exactly as recorded on the registration being amended.

   When completing this information observe the maximum number of characters allowed in each field. A list of maximum field lengths is contained in APPENDIX L at the end of this guide.

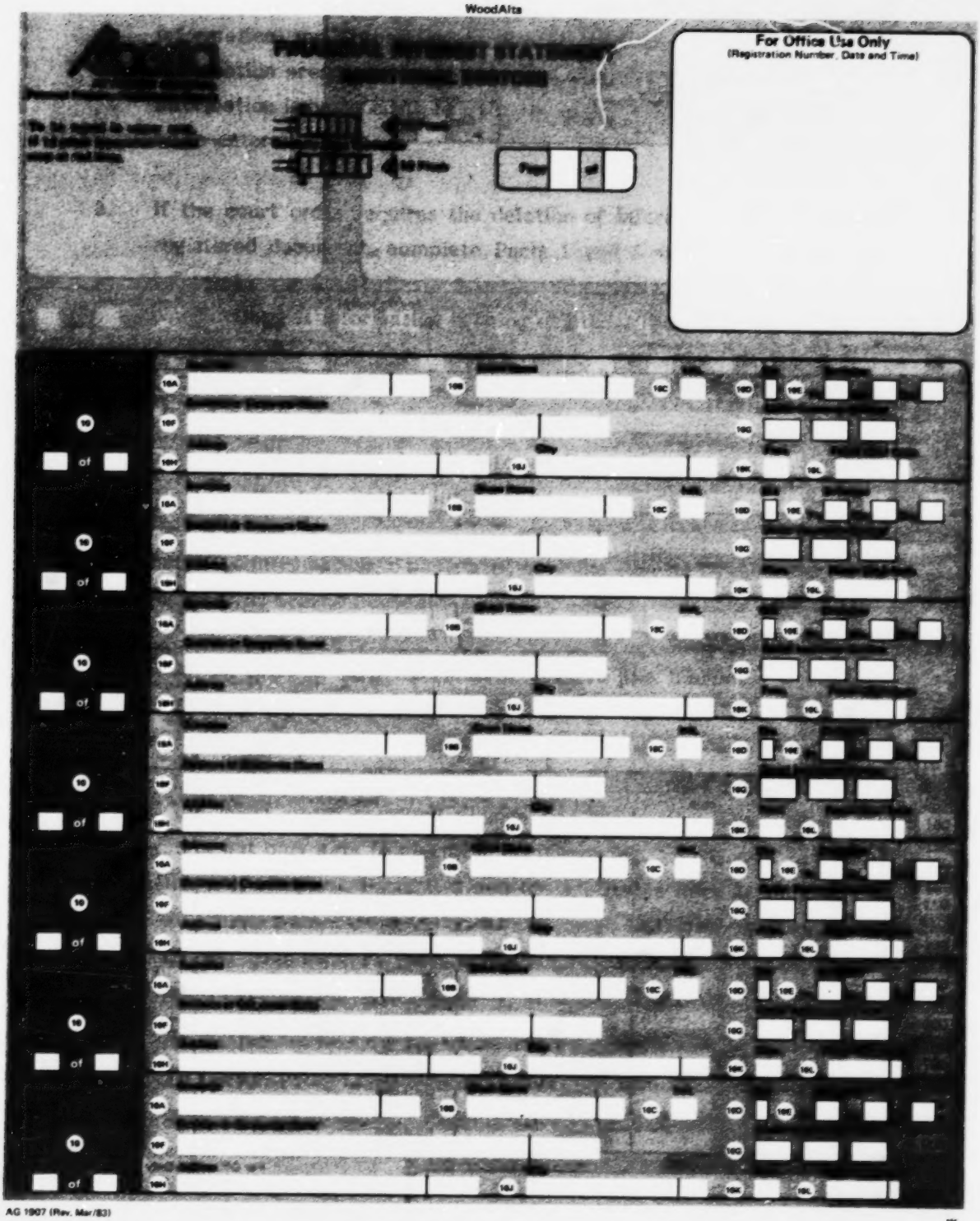
4. If the court order does not change the information recorded on the system but only acts to change a document (eg. insertion of a missing affidavit), complete Parts 1, 5 and the applicable lines in Part 4. For Part 1 field 7 must indicate "S" for "Special", field 8 must indicate "A" for "Add" and field 13 must indicate "1" for "Number of Collateral". For Part 4 enter the notation, "COURT ORDER" in field 18J and record "OTH" in field 18K.

APPENDIX A



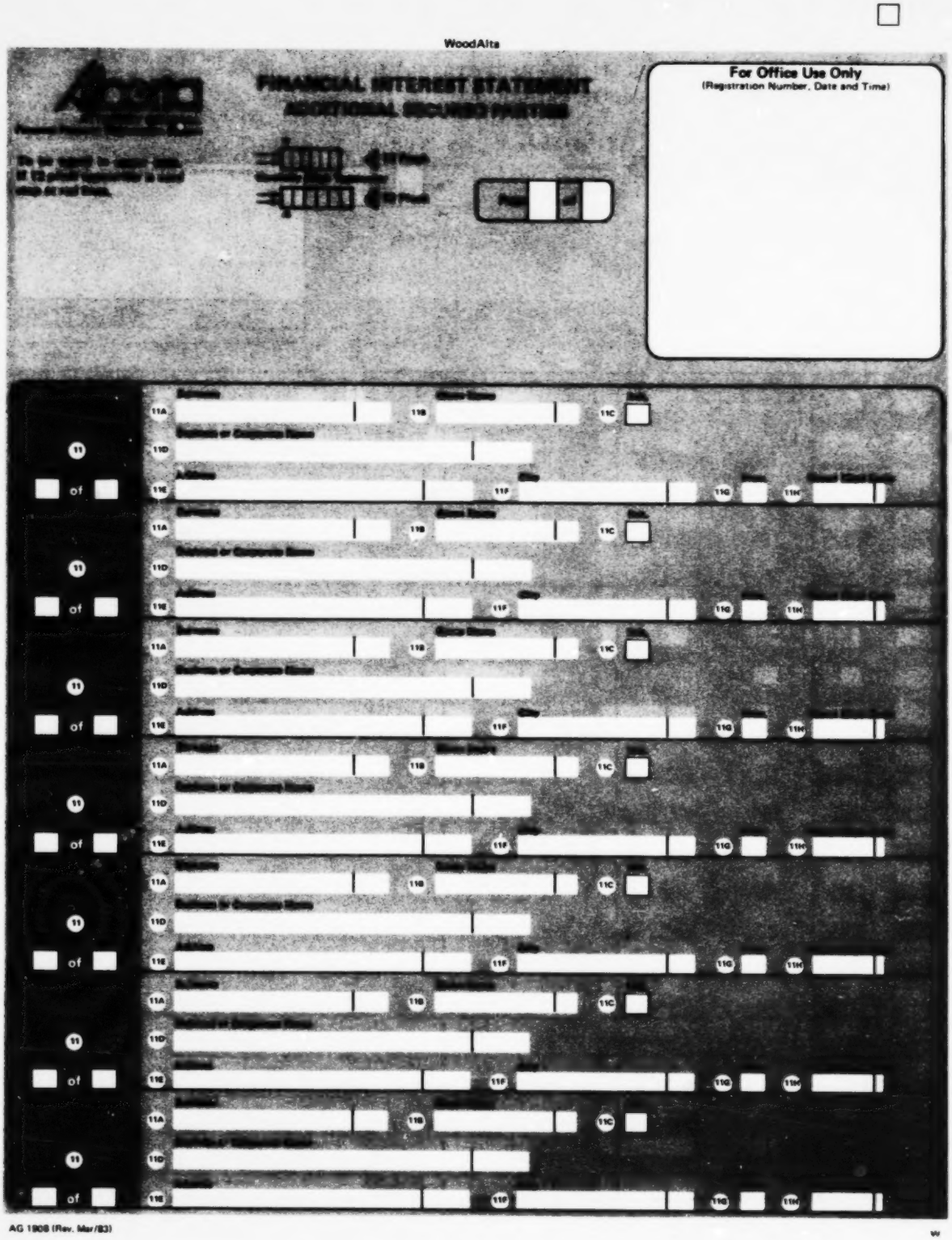
AG 1906 (Rev. Mar/83)

APPENDIX B



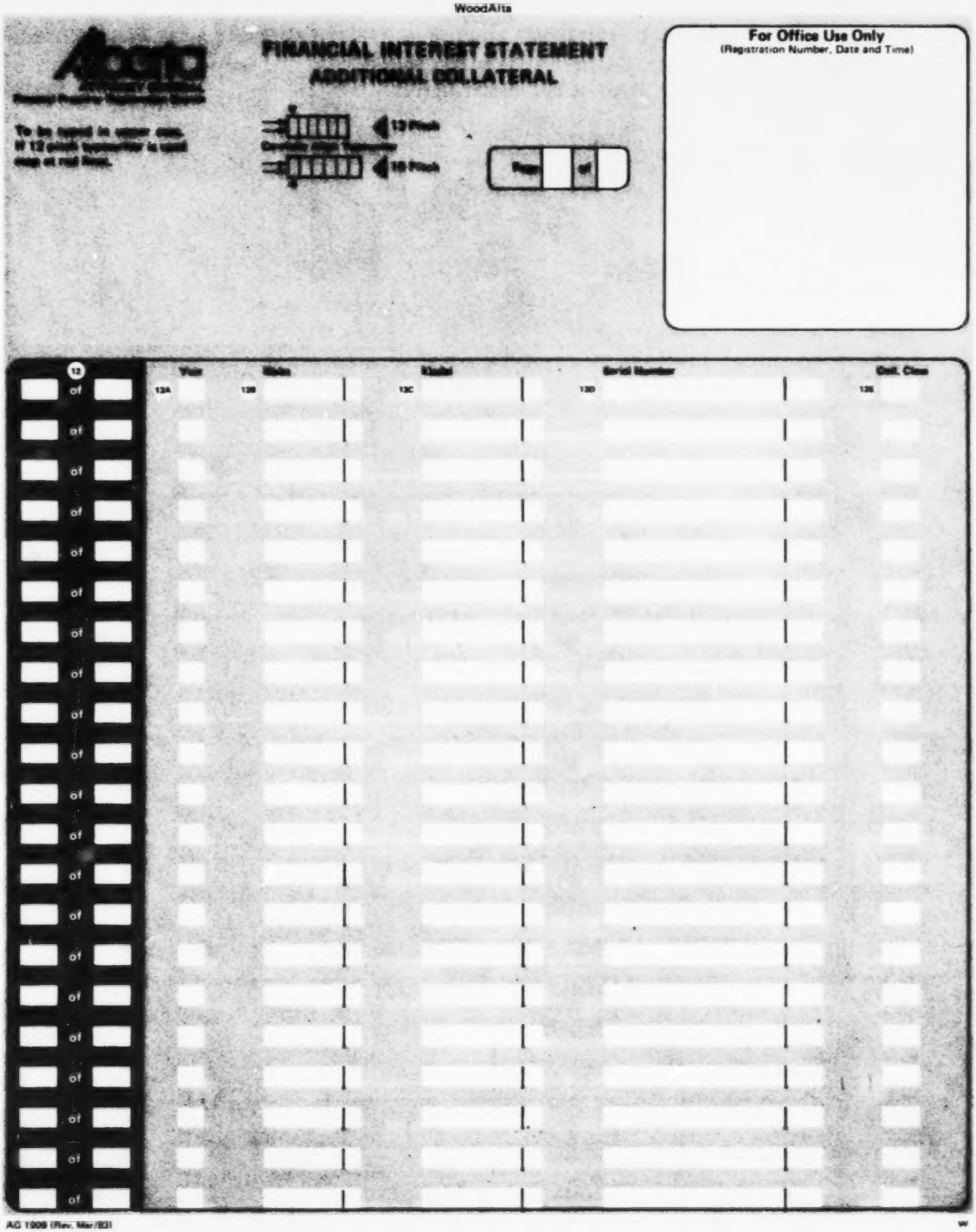
AG 1907 (Rev. Mar/83)

APPENDIX C

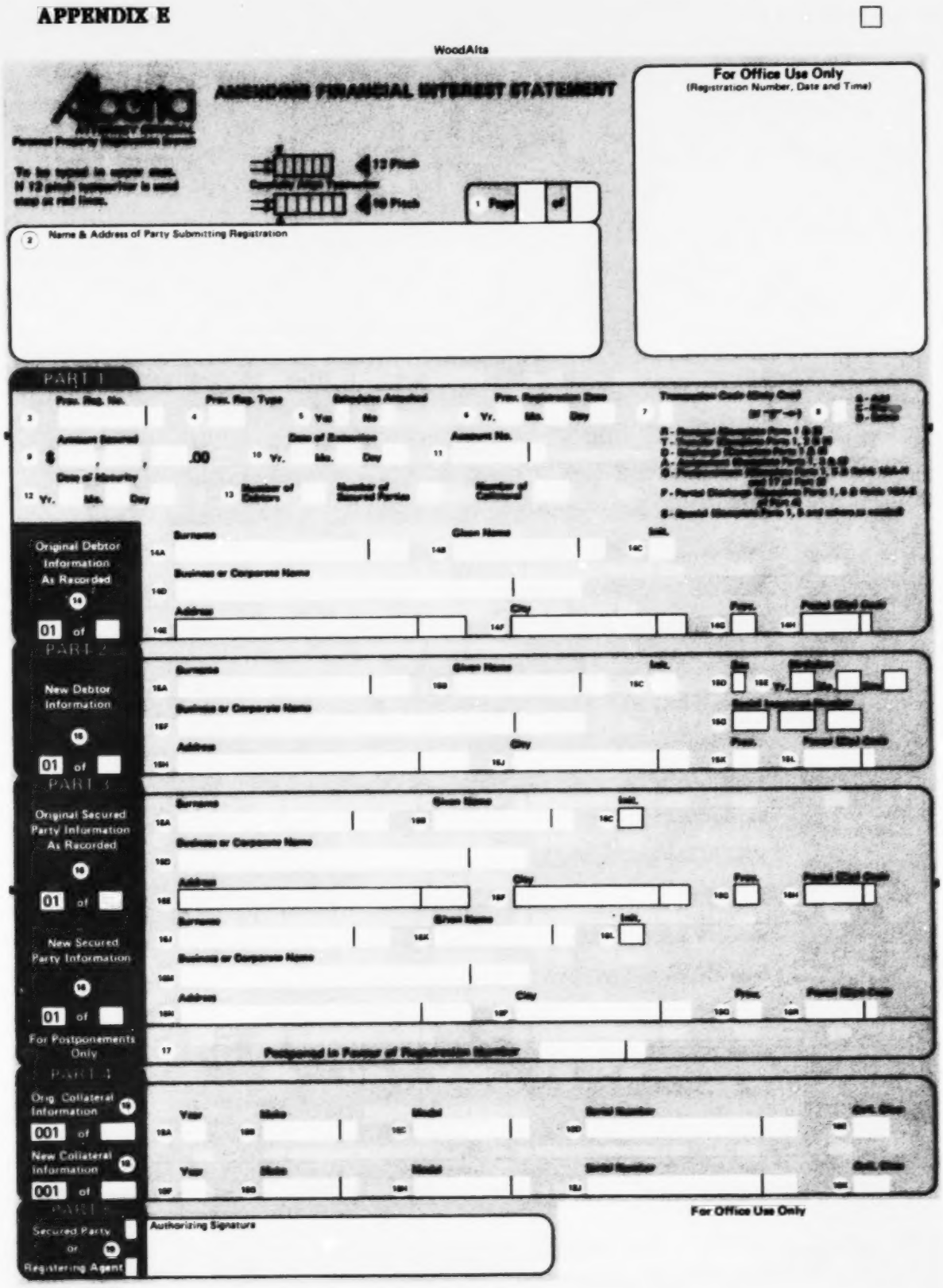

WoodAlta
FINANCIAL INTEREST STATEMENT
For Office Use Only
(Registration Number, Date and Time)
11A
11B
11C
11D
11E
11F
11G
11H
of
AG 1908 (Rev. Mar/83)

APPENDIX D

WoodAlta

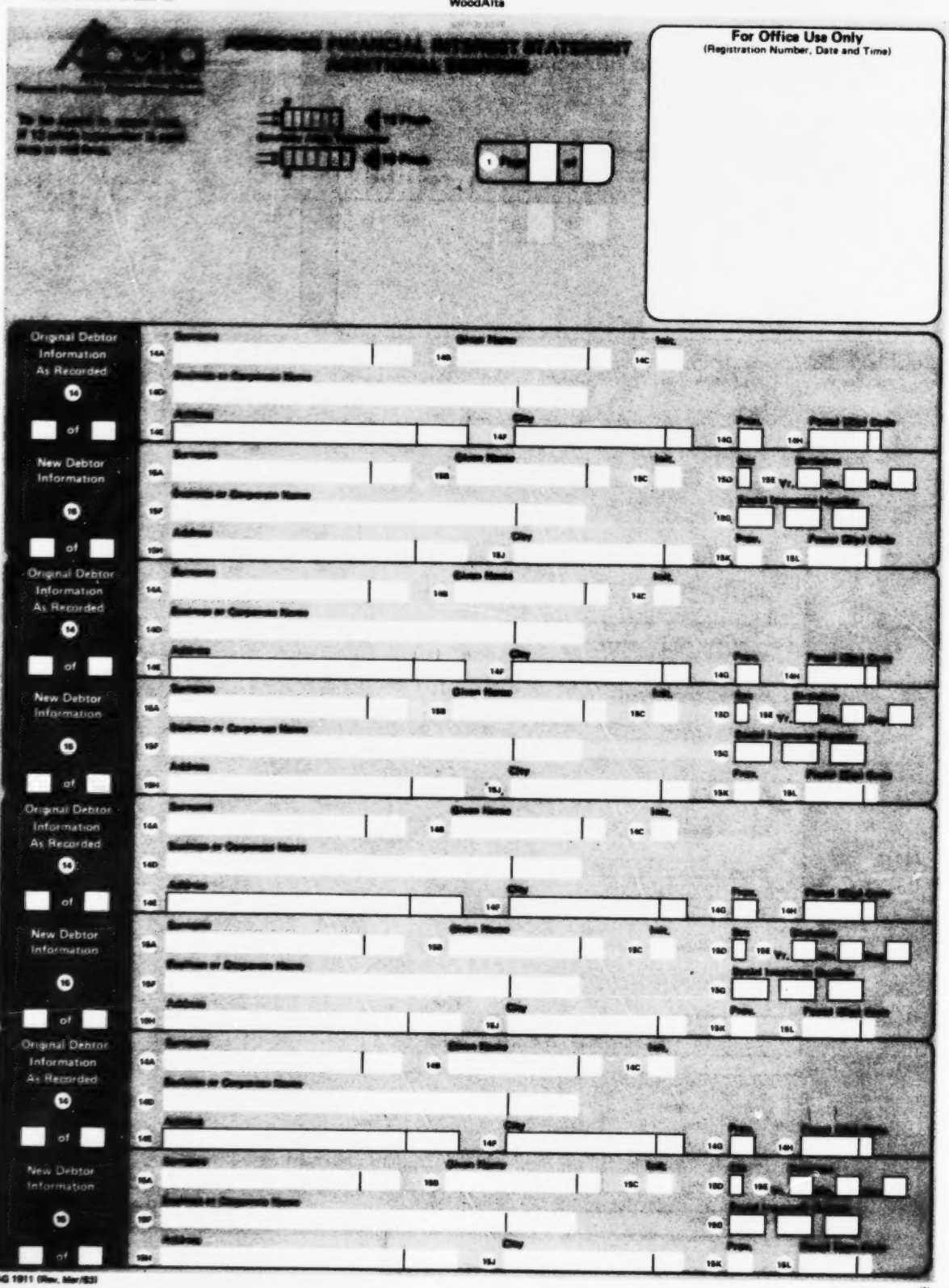


APPENDIX E


WoodAlta
AMENDMENT FINANCIAL INTEREST STATEMENT
For Office Use Only
(Registration Number, Date and Time)
12 Pitch
10 Pitch
Name & Address of Party Submitting Registration
PART 1
Original Debtor Information As Recorded
New Debtor Information
Original Secured Party Information As Recorded
New Secured Party Information
For Postponements Only
Orig. Collateral Information
New Collateral Information
Secured Party or Registering Agent
Authorizing Signature
For Office Use Only
AG 1910 (Rev. Mar/83)

APPENDIX F

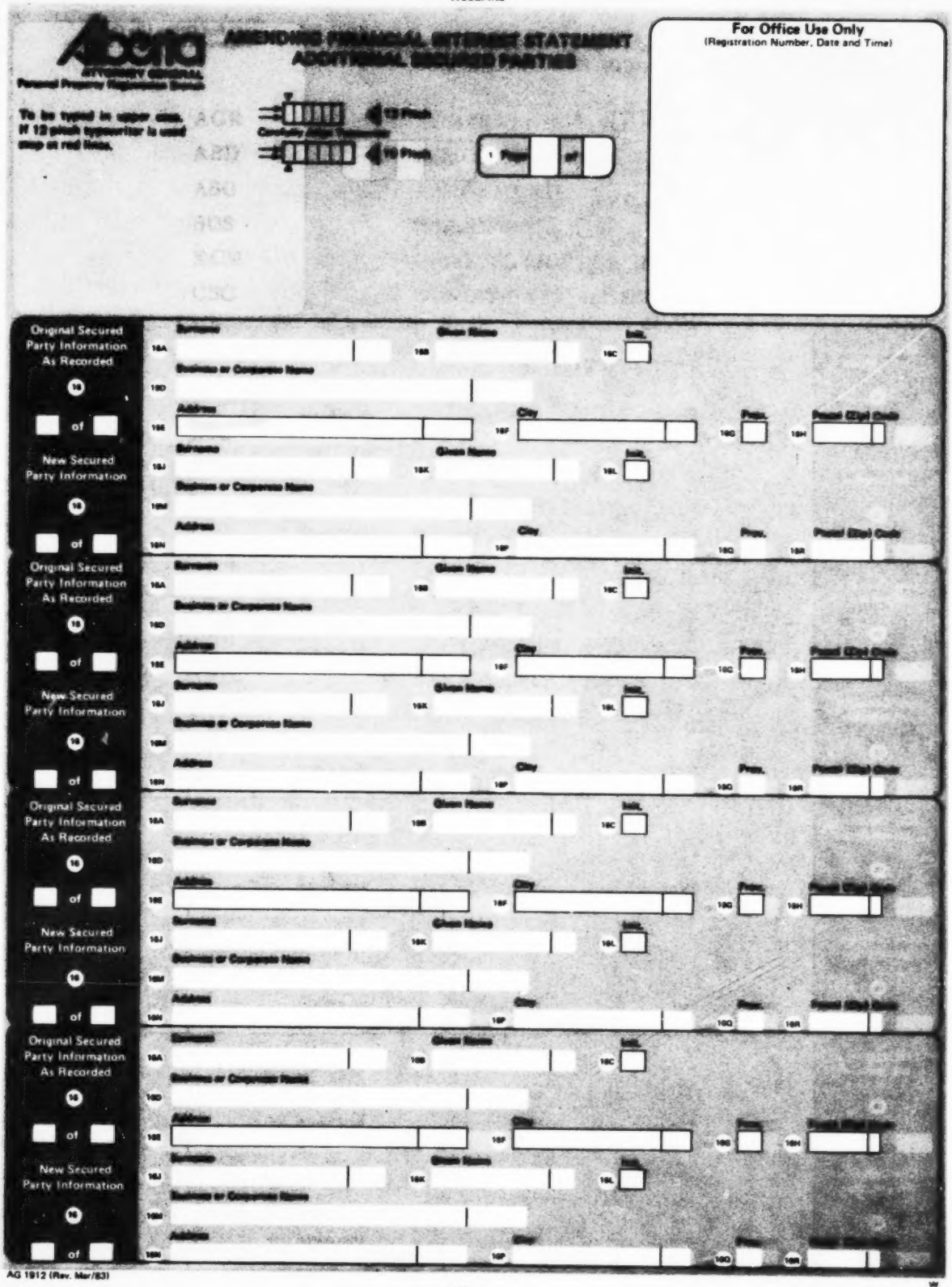
WoodAlta


For Office Use Only
(Registration Number, Date and Time)
Original Debtor Information As Recorded
New Debtor Information
Original Debtor Information As Recorded
New Debtor Information
Original Debtor Information As Recorded
New Debtor Information
Original Debtor Information As Recorded
New Debtor Information

AG 1911 (Rev. Mar/83)

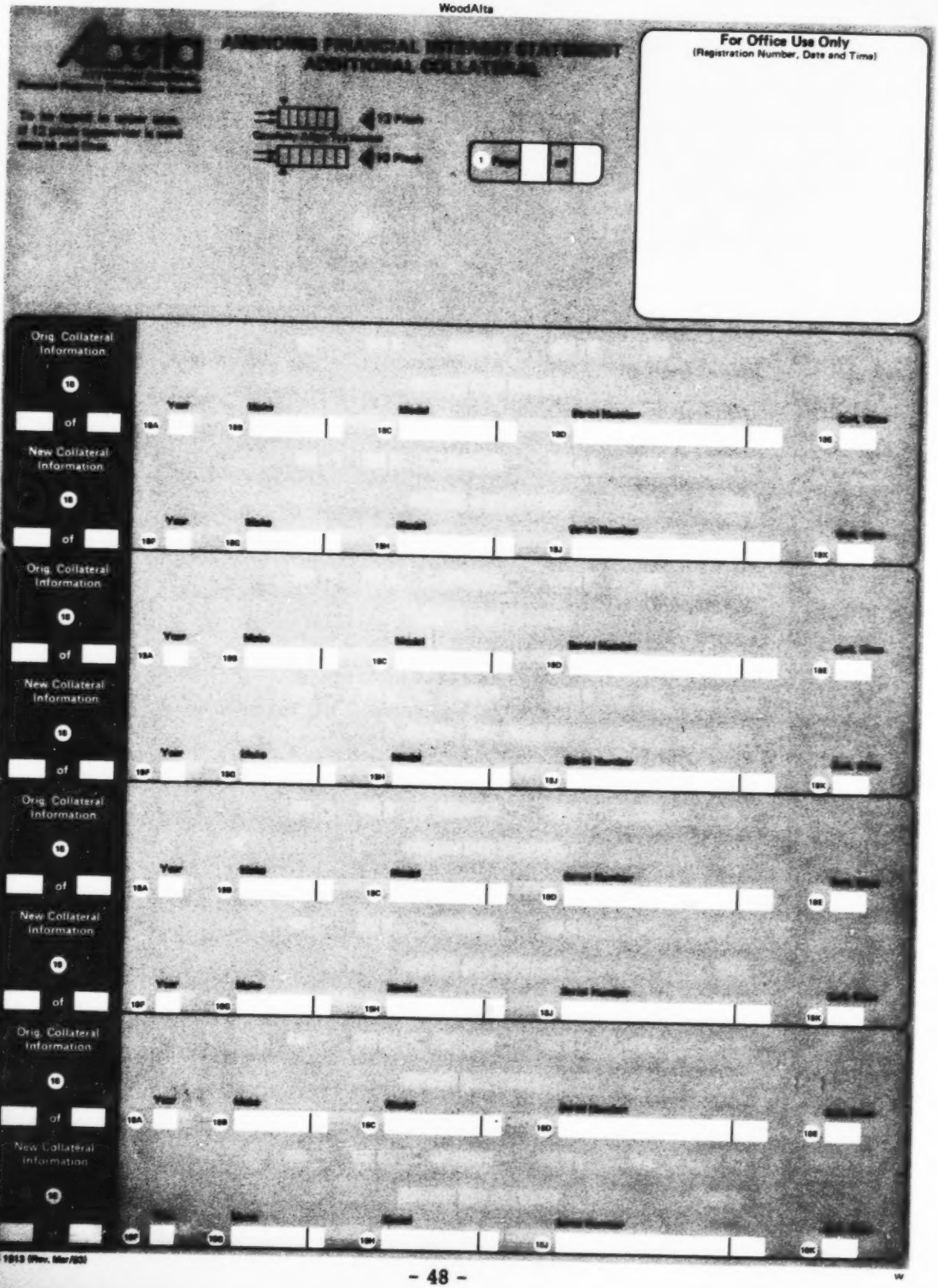
APPENDIX G

WoodAlta



AG 1912 (Rev. Mar/83)

APPENDIX H


WoodAlta
For Office Use Only
(Registration Number, Date and Time)
Orig. Collateral Information
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Orig. Collateral Information
New Collateral Information
Orig. Collateral Information
New Collateral Information
Orig. Collateral Information
New Collateral Information

APPENDIX I

REGISTRATION TYPES

AGR	AGREEMENTS
ABD	ASSIGNMENT OF BOOK DEBTS
ASG	ASSIGNMENTS
BOS	BILL OF SALE
XCM	CHATTEL MORTGAGE
CSC	CONDITIONAL SALES CONTRACT
XCO	COURT ORDERS
K22	CUSTOMS IMPORT NOTICE
DEB	DEBENTURES
ESO	EMPLOYMENT STANDARDS ORDER
XGL	GARAGEMEN'S LIEN
XHL	HARVESTING LIEN
IND	INDENTURE
LOP	LEASE OPTION TO PURCHASE AGREEMENT
XLN	LIEN NOTE
MPO	MATRIMONIAL PROPERTY ORDER
XPD	PARTIAL DISCHARGE
PST	POSTPONEMENT
XRN	RENEWAL
SEC	SECURITY AGREEMENT
SZE	SEIZURES
XTR	TRANSFER

APPENDIX J

COLLATERAL CLASS CODES

AIR	AIRCRAFT
APP	APPLIANCES
BOA	BOAT
CAM	CAMPER
EQT	EQUIPMENT (GENERAL)
XFE	FARM EQUIPMENT
XFV	FARM VEHICLE
HHG	HOUSEHOLD GOODS
IND	INDUSTRIAL EQUIPMENT
LCI	LIVESTOCK, CROPS, INSECTS
XMH	MOBILE HOME
XMC	MOTORCYCLE
XMV	MOTOR VEHICLE
OWE	OILWELL DRILLING EQUIPMENT
OTH	OTHER
RRS	ROLLING RAILWAY STOCK
SNM	SNOWMOBILE
SIT	STOCK & INVENTORY ITEMS
TRA	TRACTOR
TRR	TRAILER

APPENDIX K

PROVINCE AND STATE CODES

CANADA

AB	ALBERTA
BC	BRITISH COLUMBIA
LB	LABRADOR
MB	MANITOBA
NB	NEW BRUNSWICK
NF	NEWFOUNDLAND
NS	NOVA SCOTIA
NT	NORTHWEST TERRITORIES
ON	ONTARIO
PE	PRINCE EDWARD ISLAND
PQ	QUEBEC
SK	SASKATCHEWAN
YT	YUKON TERRITORIES

UNITED STATES

AL	ALABAMA	MS	MISSISSIPPI
AK	ALASKA	MT	MONTANA
AR	ARKANSAS	NC	NORTH CAROLINA
AZ	ARIZONA	ND	NORTH DAKOTA
CA	CALIFORNIA	NE	NEBRASKA
CO	COLORADO	NH	NEW HAMPSHIRE
CT	CONNECTICUT	NJ	NEW JERSEY
DC	DISTRICT OF COLUMBIA	NM	NEW MEXICO
DE	DELAWARE	NY	NEW YORK
FL	FLORIDA	NV	NEVADA
GA	GEORGIA	OH	OHIO
GU	GUAM	OK	OKLAHOMA
HI	HAWAII	OR	OREGON
IA	IOWA	PA	PENNSYLVANIA
ID	IDAHO	PR	PUERTO RICO
IL	ILLINOIS	RI	RHODE ISLAND
IN	INDIANA	SC	SOUTH CAROLINA
KS	KANSAS	SD	SOUTH DAKOTA
KY	KENTUCKY	TN	TENNESSEE
LA	LOUISIANA	TX	TEXAS
MA	MASSACHUSETTS	UT	UTAH
MD	MARYLAND	VA	VIRGINIA
ME	MAINE	VT	VERMONT
MI	MICHIGAN	WA	WASHINGTON
MN	MINNESOTA	WI	WISCONSIN
MO	MISSOURI	WV	WEST VIRGINIA
		WY	WYOMING

XX OTHER

APPENDIX L

MAXIMUM FIELD LENGTHS

FINANCIAL INTEREST STATEMENT

FIELD NO.	NO. OF CHARACTERS
1	open
2	central = 1, vehicle = 1
3	yes = 1, no = 1
4	3
5	3 in each zone
6	yr = 2, mo = 2, day = 2
7	8
8	yr = 2, mo = 2, day = 2
9	debtors = 2, secured party = 2, collateral = 3
10	2
10A	20
10B	13
10C	2
10D	1
10E	yr = 2, mo = 2, day = 2
10F	35
10G	3 in each zone
10H	25
10J	15
10K	2
10L	6
11	2
11A	18
11B	12
11C	2
11D	30
11E	25
11F	15
11G	2
11H	6
11J	yes = 1, no = 1
12	3
12A	2
12B	8
12C	10
12D	18
12E	3
13	secured party = 1, registering agent = 1

AMENDING FINANCIAL INTEREST STATEMENT

FIELD NO.	NO. OF CHARACTERS
1	open
2	open
3	9
4	3
5	yes = 1, no = 1
6	yr = 2, mo = 2, day = 2
7	1
8	1
9	3 in each zone
10	yr = 2, mo = 2, day = 2
11	8
12	yr = 2, mo = 2, day =2
13	debtors = 2, secured party = 2, collateral = 3
14	2
14A	20
14B	13
14C	2
14D	35
14E	25
14F	15
14G	2
14H	6
15	2
15A	20
15B	13
15C	2
15D	1
15E	yr = 2, mo = 2, day = 2
15F	35
15G	3 in each zone
15H	25
15J	15
15K	2
15L	6
16	2
16A	18
16B	12
16C	2
16D	30
16E	25
16F	15
16G	2
16H	6
16J	18
16K	12
16L	2
16M	30
16N	25
16P	15
16Q	2
16R	6
17	9
18	3
18A	2
18B	8
18C	10
18D	18
18E	3
18F	2
18G	8
18H	10
18J	18
18K	3
19	secured party = 1, registering agent = 1

APPENDIX M

SCHEDULE OF FEES

The following fees are payable for registration and other services performed by the offices of the Registries:

Registration	$1.25
Amendment	$1.25
Debtor Name Search	
(i) for first record found	$0.75
(ii) for each additional record found	$0.50
Serial Number Search	$0.50
Registration Number Search	
(i) for Central Registry	$0.75
(ii) for Vehicle Registry	$0.50
Debtor Name Search of Oil Well Drilling Equipment or Rolling Railway Stock	$0.50
Certificates	$1.00
Certified Copies of Documents	$1.00
plus per page	$0.50
Copy of any Document (per page)	$0.50
Periodic Reports (per page)	$0.15
Production of a Document for Inspection	Nil

APPENDIX N

ADDRESS ABBREVIATIONS

APT	APARTMENT
AVE	AVENUE
BLK	BLOCK
BLVD	BOULEVARD
BLDG	BUILDING
CT	COURT
CR	CRESCENT
DR	DRIVE
E	EAST
HWY	HIGHWAY
N	NORTH
NE	NORTHEAST
NW	NORTHWEST
PL	PLACE
RD	ROAD
RR	RURAL ROUTE
S	SOUTH
SE	SOUTHEAST
SW	SOUTHWEST
ST	STREET
STE	SUITE
TWP	TOWNSHIP
TR	TRAIL
W	WEST